



# **MT VOTES: Working with Provisional Ballots**

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Elections and Government Services Division  
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# WORKING WITH PROVISIONAL BALLOTS

## Election Day

- [Provisional ballots issued to Late Registrants](#)
- [Provisional ballots issued at the polling place](#)

## After Election Day

- (step 1) [Identifying moves \*\*from\*\* your county](#)
- (step 2) [Resolving Provisional Ballots](#)

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# **Issuing Provisional Ballots on Election Day**

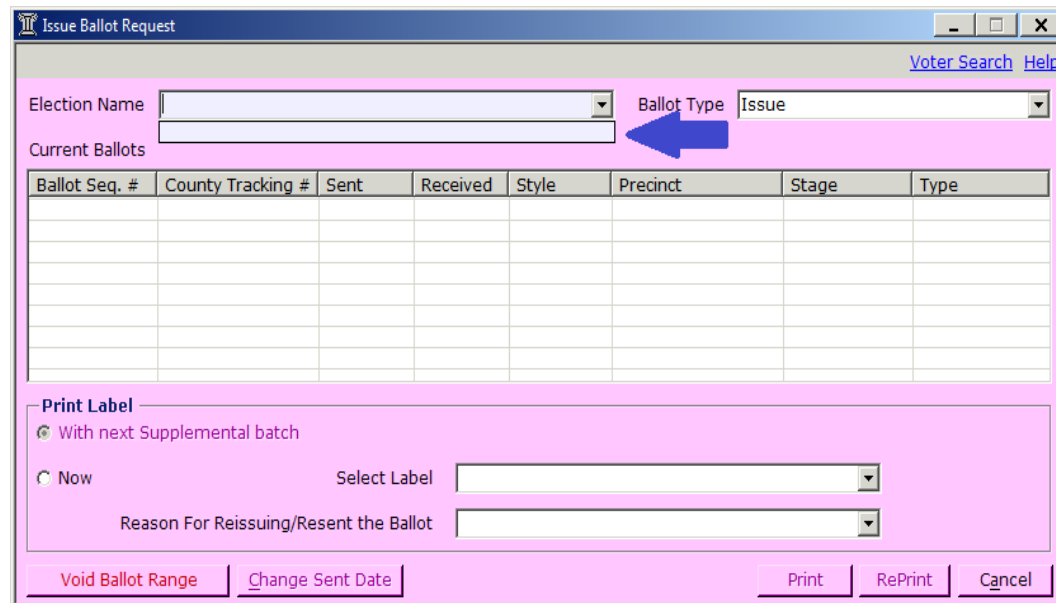
# Election Day

- If it is Election Day, **and** the registrant is a transfer registrant, they must be issued a provisional ballot.
- This is required as you cannot accept their ballot without verifying they have not voted in a different county or precinct.

# Election Day

If it is Election Day and the voter is a transfer Late Registrant (county to county or precinct to precinct) and you try to issue a ballot outside of the Provisional Ballots module, you will not be able to issue a ballot (as shown in the image below). The voter must be tracked in the Provisional Ballots module in order to confirm the elector did not vote in his or her former precinct or county.

You must instead issue a ballot from the Provisional Ballot module.



The screenshot shows a software window titled "Issue Ballot Request". At the top right are standard window controls and links for "Voter Search" and "Help". Below the title bar, there are two dropdown menus: "Election Name" and "Ballot Type". The "Ballot Type" dropdown is currently set to "Issue", and a blue arrow points to it. Below these is a section labeled "Current Ballots" which contains a table with the following headers: "Ballot Seq. #", "County Tracking #", "Sent", "Received", "Style", "Precinct", "Stage", and "Type". The table body is empty. At the bottom of the window is a section titled "Print Label" with two radio buttons: "With next Supplemental batch" (selected) and "Now". To the right of the "Now" radio button is a "Select Label" dropdown menu. Below this is a "Reason For Reissuing/Resent the Ballot" dropdown menu. At the very bottom are four buttons: "Void Ballot Range", "Change Sent Date", "Print", "RePrint", and "Cancel".

Ballot Seq. #	County Tracking #	Sent	Received	Style	Precinct	Stage	Type

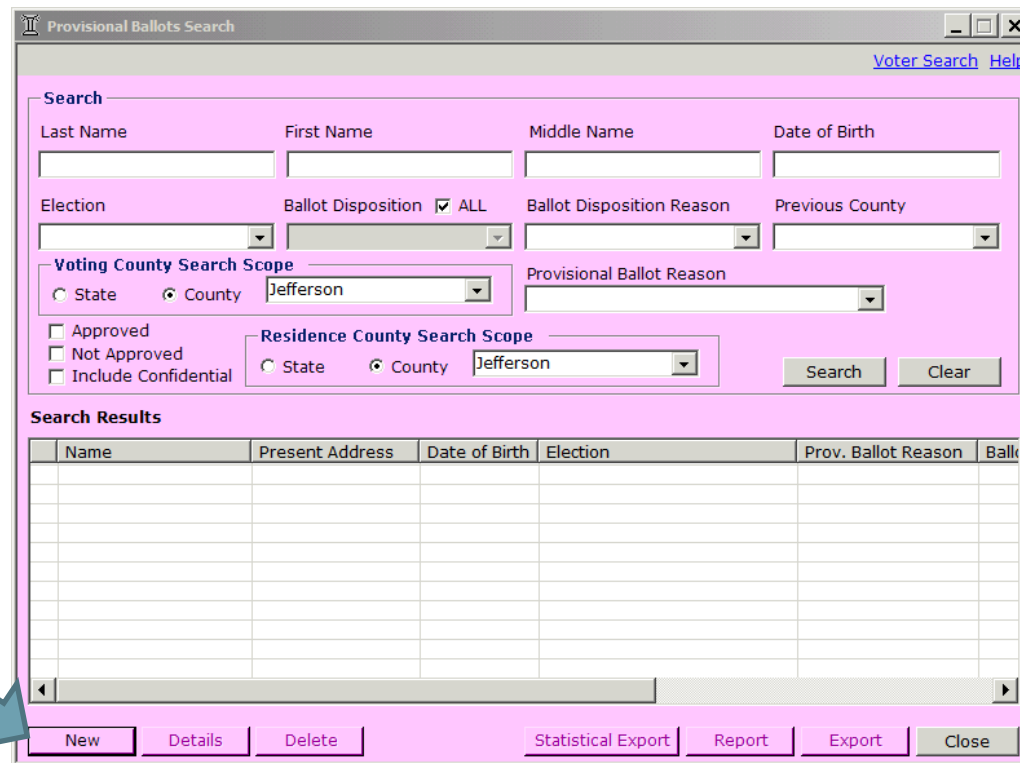
# Provisional Module

To access the provisional ballot module, you can do one of the two options below:

- From within the voter's record, click on **Election - > Provisional Ballot**; or
- From the main menu of MT Votes, click on **Provisional Ballots**

# Provisional Module

The Provisional Ballot Search screen will open. Click the **New** button to create a new provisional ballot entry.

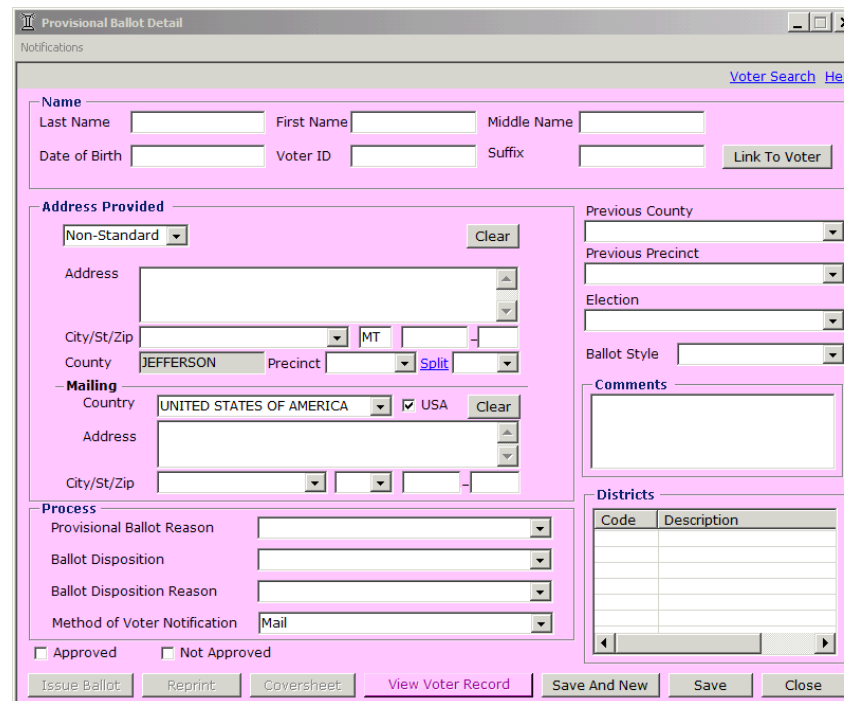


The screenshot shows the 'Provisional Ballots Search' application window. The window has a title bar with the text 'Provisional Ballots Search' and standard window controls. Below the title bar, there are links for 'Voter Search' and 'Help'. The main area is divided into several sections:

- Search**: Contains input fields for 'Last Name', 'First Name', 'Middle Name', and 'Date of Birth'. Below these are dropdown menus for 'Election', 'Ballot Disposition' (with a checked 'ALL' option), 'Ballot Disposition Reason', and 'Previous County'.
- Voting County Search Scope**: Includes radio buttons for 'State' and 'County' (selected), and a dropdown menu showing 'Jefferson'. Below this are checkboxes for 'Approved', 'Not Approved', and 'Include Confidential'.
- Residence County Search Scope**: Includes radio buttons for 'State' and 'County' (selected), and a dropdown menu showing 'Jefferson'.
- Search Results**: A table with columns: 'Name', 'Present Address', 'Date of Birth', 'Election', 'Prov. Ballot Reason', and 'Ballot'. The table is currently empty.
- Buttons**: At the bottom, there are buttons for 'New', 'Details', 'Delete', 'Statistical Export', 'Report', 'Export', and 'Close'. A blue arrow points to the 'New' button.

# Provisional Module

After you click the New button on the Provisional Ballots Search screen, you will see the Provisional Ballot Detail screen, better known as the Provisional Ballot Entry Screen. Start by entering the name of the voter, and then click **Link to Voter**.



The screenshot shows the 'Provisional Ballot Detail' window. It contains several sections for data entry:

- Name:** Fields for Last Name, First Name, Middle Name, Date of Birth, Voter ID, and Suffix. A 'Link To Voter' button is located to the right of the Voter ID field.
- Address Provided:** Includes a dropdown for 'Non-Standard', a 'Clear' button, and text boxes for Address, City/St/Zip, and County. The County is currently set to 'JEFFERSON'. There are also dropdowns for 'Previous County' and 'Previous Precinct'.
- Mailing:** Includes a 'Country' dropdown set to 'UNITED STATES OF AMERICA' with a checked 'USA' box and a 'Clear' button. There are also text boxes for Address and City/St/Zip.
- Process:** Includes dropdowns for 'Provisional Ballot Reason', 'Ballot Disposition', and 'Ballot Disposition Reason'. The 'Method of Voter Notification' is set to 'Mail'. There are checkboxes for 'Approved' and 'Not Approved'.
- Comments:** A large text area for entering comments.
- Districts:** A table with columns 'Code' and 'Description'.

At the bottom of the window, there are buttons for 'Issue Ballot', 'Reprint', 'Coversheet', 'View Voter Record', 'Save And New', 'Save', and 'Close'.



# Provisional Module

The Link to Voter tool operates much like a Voter Search query. If the search finds multiple voters that meet your criteria a selection screen will pop up allowing you to select the correct record.

**Provisional Ballot Detail**

Notifications

[Voter Search](#) [Help](#)

**Name**  
Last Name:  First Name:  Middle Name:   
Date of Birth:  Voter ID:  Suffix:  [Link To Voter](#)

**Address Provided**  
Non-Standard   
Address:   
City/St/Zip:    MT   
County:  Precinct:  [Split](#)

**Mailing**  
Country:  ☒ USA   
Address:   
City/St/Zip:

**Process**  
Provisional Ballot Reason:   
Ballot Disposition:   
Ballot Disposition Reason:   
Method of Voter Notification:   
☐ Approved ☐ Not Approved

**Previous County**   
**Previous Precinct**   
**Election**   
**Ballot Style**   
**Comments**   
**Districts**  

Code	Description

**Provisional Ballot Detail - Link to Voter**

Query executed successfully. Showing total 2 records [Voter Search](#) [Help](#)

**Search**  
General | Residential Address | Mailing Address |  
Last Name:  First Name:  Middle Name:  ☐ Soundex  
Voter ID:  Birth Date From:  Birth Date To:   
Scope: ☐ State ☐ County

**Search Results**

Voter ID	Name	Residential Address	Status	District
450155...	APPLICATIONERROR, TEST	1 2ND ST , CLANCY, MT 59634	Active	01
450155...	TESTFIX, TEST	1 2ND ST , CLANCY, MT 59634	Active	01

[View Summary](#)

# Provisional Module

The address information will populate based on the selected voter record, as well as the Previous County/Previous Precinct information if the voter has been classified in MT Votes as a Late Registrant: County to County or Precinct to Precinct.

The screenshot shows a web application window titled "Provisional Ballot Detail". It contains several sections for data entry:

- Name:** Fields for Last Name (APPLICATIONERROF), First Name (TEST), Middle Name, Date of Birth (01/22/1980), Voter ID (450155953), and Suffix.
- Address Provided:** A dropdown for address type (Standard), a "Clear" button, and fields for House # (1), Suffix, Pre Dir, Street Name (2ND), Type (ST), Post Dir, Unit Type, City/St/Zip (CLANCY, MT, 59634), County (JEFFERSON), Precinct (09-75), and a "Split" button with a date (01.09).
- Mailing:** Fields for Country (UNITED STATES OF AMERICA), a checked "USA" checkbox, a "Clear" button, and an Address field.
- Process:** Fields for Provisional Ballot Reason, Ballot Disposition, Ballot Disposition Reason, and Method of Voter Notification (Mail).
- Previous Information:** Fields for Previous County (Lewis & Clark) and Previous Precinct (PCT 06 - P06).
- Election:** A field for Election.
- Ballot Style:** A dropdown field.
- Comments:** A large text area for comments.
- Districts:** A table with Code and Description columns.

At the bottom, there are checkboxes for "Approved" and "Not Approved", and a row of buttons: "Issue Ballot", "Reprint", "Coversheet", "View Voter Record", "Save And New", "Save", and "Close".

Code	Description
CONG	CONGRESSIONAL
MT	Montana
PS 03	Public Service Commis
SCJ	SUPREME COURT JUSTI
JD 05	Judicial District 5
SD 38	Senate District 38
US 03	House District 3

# Provisional Module

Once you select the correct Election, the ballot style will automatically pre-fill based on the residential address in the Address Provided box.

The screenshot shows the 'Provisional Ballot Detail' form. A large blue arrow points from the 'Election' dropdown menu to the 'Ballot Style' dropdown menu, indicating that the ballot style is automatically populated based on the selected election.

**Provisional Ballot Detail**

Notifications

[Voter Search](#) [Help](#)

**Name**

Last Name: APPLICATIONERROF First Name: TEST Middle Name:

Date of Birth: 01/22/1980 Voter ID: 450155953 Suffix:

**Address Provided**

Standard

House #: 1 Suffix:  Pre Dir:  Street Name: 2ND Type: ST

Post Dir:  Unit Type:

City/St/Zip: CLANCY

County: JEFFERSON Precinct: 09-75 Split: 01.09

**Mailing**

Country: UNITED STATES OF AMERICA ☒ USA

Address:

City/St/Zip:

**Process**

Provisional Ballot Reason:

Ballot Disposition:

Ballot Disposition Reason:

Method of Voter Notification: Mail

☐ Approved ☐ Not Approved

**Previous County**

Lewis & Clark

**Previous Precinct**

PCT 06 - P06

**Election**

2016 Fed Gen

**Ballot Style**

2

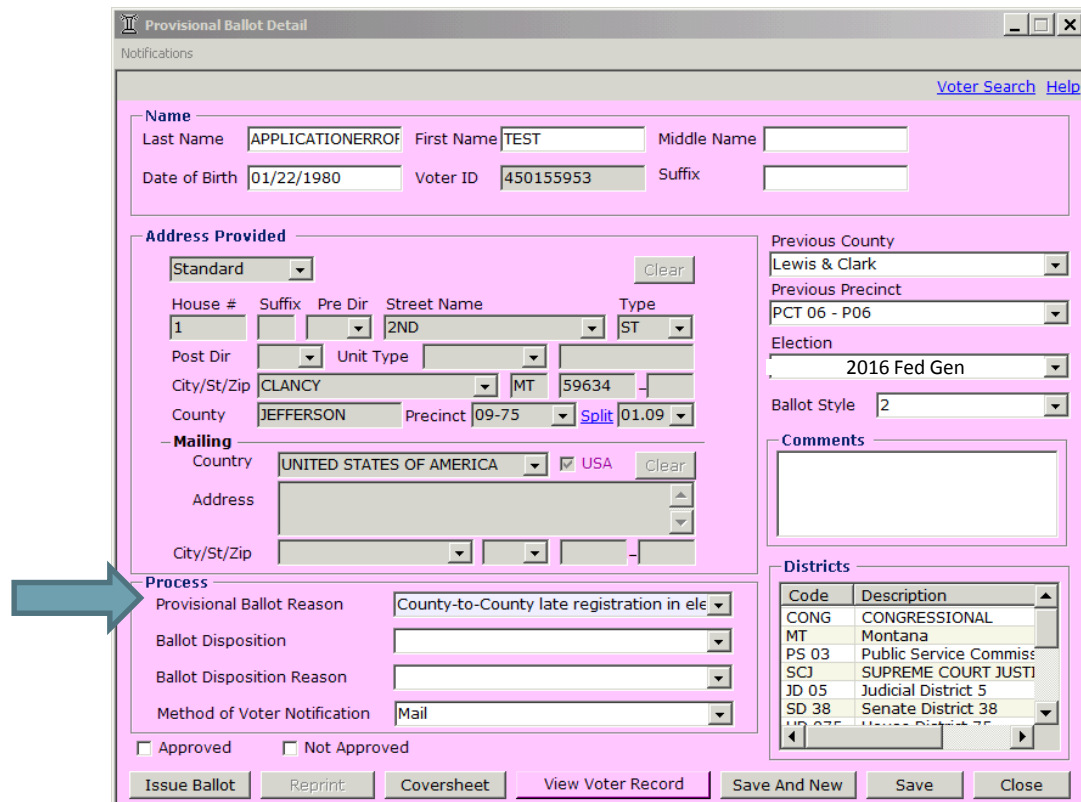
**Comments**

**Districts**

Code	Description
CONG	CONGRESSIONAL
MT	Montana
PS 03	Public Service Commis
SCJ	SUPREME COURT JUSTI
JD 05	Judicial District 5
SD 38	Senate District 38
UD 075	House District 75

# Provisional Module

Select the Provisional Ballot Reason. For Late Registrants, this is *typically* County-to-County or Precinct-to-Precinct.



**Provisional Ballot Detail**

Notifications

[Voter Search](#) [Help](#)

**Name**

Last Name: APPLICATIONERROF First Name: TEST Middle Name:

Date of Birth: 01/22/1980 Voter ID: 450155953 Suffix:

**Address Provided**

Standard

House #: 1 Suffix:  Pre Dir:  Street Name: 2ND Type: ST

Post Dir:  Unit Type:

City/St/Zip: CLANCY MT 59634

County: JEFFERSON Precinct: 09-75 Split 01.09

**Mailing**

Country: UNITED STATES OF AMERICA ☒ USA

Address:

City/St/Zip:

**Process**

Provisional Ballot Reason: County-to-County late registration in ele

Ballot Disposition:

Ballot Disposition Reason:

Method of Voter Notification: Mail

☐ Approved ☐ Not Approved

**Previous County**: Lewis & Clark

**Previous Precinct**: PCT 06 - P06

**Election**: 2016 Fed Gen

**Ballot Style**: 2

**Comments**

**Districts**

Code	Description
CONG	CONGRESSIONAL
MT	Montana
PS 03	Public Service Commis
SCJ	SUPREME COURT JUSTI
JD 05	Judicial District 5
SD 38	Senate District 38
HD 035	House District 35

# Provisional Ballot Reasons

## Provisional Ballot Reason

- Name not in official register and not erroneously omitted
- Claims registration with MVD or other government agency, which could not be confirmed
- Failed to sign register
- Failed to sign absentee ballot envelope
- Absentee signature was not verified
- Right to vote was challenged
- Register indicates provisionally registered, which was not resolved
- Ballot not received, or was spoiled, lost or destroyed
- Identification was insufficient
- County-to-County late registration in election office
- Precinct-to-Precinct late registration in election office
- Other

# Provisional Module

Click Issue ballot, verify the correct ballot style and then print like normal.

**Provisional Ballot Detail**

Notifications

[Voter Search](#) [Help](#)

**Name**

Last Name: APPLICATIONERROF First Name: TEST Middle Name:

Date of Birth: 01/22/1980 Voter ID: 450155953 Suffix:

**Address Provided**

Standard

House #: 1 Suffix:  Pre Dir:  Street Name: 2ND Type: ST

Post Dir:  Unit Type:

City/St/Zip: CLANCY MT 59634

County: JEFFERSON Precinct: 09-75 Split: 01.09

**Mailing**

Country: UNITED STATES OF AMERICA ☒ USA

Address:

City/St/Zip:

**Process**

Provisional Ballot Reason: County-to-County late registration in ele

Ballot Disposition:

Ballot Disposition Reason:

Method of Voter Notification: Mail

☐ Approved ☐ Not Approved

**Districts**

Code	Description
CONG	CONGRESSIONAL
MT	Montana
PS 03	Public Service Commis
SCJ	SUPREME COURT JUSTI
JD 05	Judicial District 5
SD 38	Senate District 38
UD 035	House District 35

**Issue Provisional Ballot**

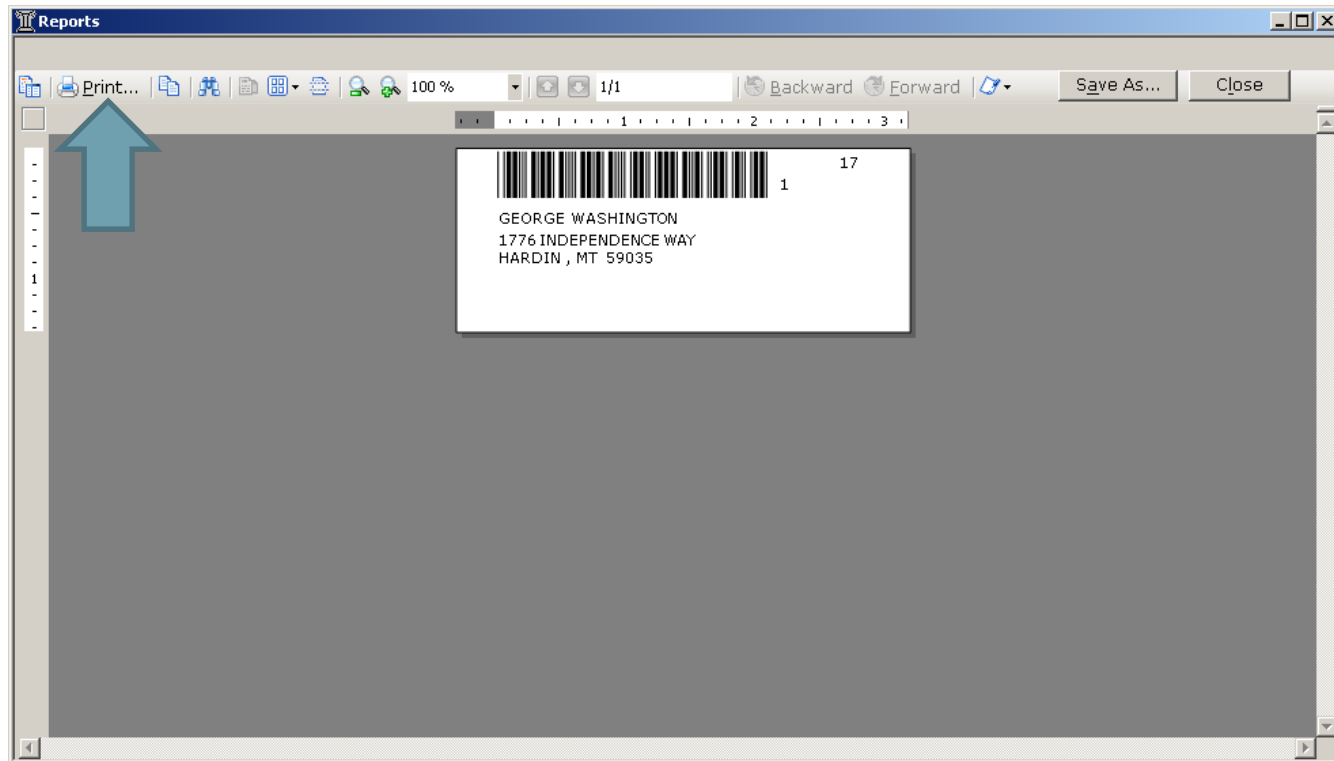
[Help](#)

Election: 2016 Fed Gen

Ballot Style: 2

Label Type: Single Absentee Ballot L

# Provisional Module



# Provisional Module

Print the Coversheet.

**Provisional Ballot Detail**

Notifications

[Voter Search](#) [Help](#)

**Name**

Last Name: APPLICATIONERROF First Name: TEST Middle Name:

Date of Birth: 01/22/1980 Voter ID: 450155953 Suffix:

**Address Provided**

Standard

House #: 1 Suffix:  Pre Dir:  Street Name: 2ND Type: ST

Post Dir:  Unit Type:

City/St/Zip: CLANCY MT 59634

County: JEFFERSON Precinct: 09-75 Split: 01.09

**Mailing**

Country: UNITED STATES OF AMERICA ☒ USA

Address:

City/St/Zip:

**Previous County**: Lewis & Clark

**Previous Precinct**: PCT 06 - P06

**Election**: 2016 Fed Gen

**Ballot Style**: 2

**Comments**

**Process**

Provisional Ballot Reason: County-to-County late registration in ele

Ballot Disposition:

Ballot Disposition Reason:

Method of Voter Notification: Mail

☐ Approved ☐ Not Approved

**Districts**

Code	Description
CONG	CONGRESSIONAL
MT	Montana
PS 03	Public Service Commis
SCJ	SUPREME COURT JUSTI
JD 05	Judicial District 5
SD 38	Senate District 38
HD 075	House District 75





## Provisional Ballot Cover Sheet/Outer Envelope

ENVELOPE TO BE FILLED OUT AT POLLING PLACE OR ELECTION OFFICE BY ELECTION JUDGE/OFFICIAL AND ELECTOR AND PROVIDED TO ELECTION ADMINISTRATOR WITH POLLING PLACE MATERIALS

### PART 1: TO BE COMPLETED BY ELECTOR:

PRINTED NAME: APPLICATION ERROR TEST FORMER NAME IF APPLICABLE: \_\_\_\_\_

MONTANA DRIVER'S LICENSE OR STATE ID NUMBER: \_\_\_\_\_

If you DO NOT have a Montana Driver's License number, provide last four digits of your Social Security number: 0000

Date of Birth: 01/22/1980 Phone Number(s): (H) \_\_\_\_\_ (O) \_\_\_\_\_ (Cell) \_\_\_\_\_

Residence Address (address/city/zip): 1 2ND ST/CLANCY/59634

Additional information if any regarding your voter registration that would help resolve the provisional ballot: \_\_\_\_\_

I (signature of elector) swear or affirm that I am eligible to vote in this election and precinct that all of the information I provided on this form is true to the best of my knowledge and belief and that I am aware of the penalty for false swearing.

### PART 2: TO BE COMPLETED BY ELECTION JUDGE/OFFICIAL: PRECINCT/WARD/DISTRICT NAME/# 09-75

BALLOT STYLE 2

Elector was instructed to cast a provisional ballot for the following reasons: (check all that apply)

- |   |  |
|---|--|
| <input type="checkbox"/> Name not in official register and not erroneously omitted  | <input type="checkbox"/> Register indicates provisionally registered, which could not be resolved                  |
| <input type="checkbox"/> Elector claims registration with Motor Vehicle Division or other government agency, which could not be confirmed | <input type="checkbox"/> Elector affirmed that absentee ballot was not received, or was spoiled, lost or destroyed |
| <input type="checkbox"/> Elector failed to sign register  | <input type="checkbox"/> Elector's identification was insufficient   |
| <input type="checkbox"/> Elector failed to sign absentee ballot envelope  | <input checked="" type="checkbox"/> County-to-county late registration in election office                          |
| <input type="checkbox"/> Elector's absentee signature was not verified  | <input type="checkbox"/> Precinct-to-precinct late registration in election office                                 |
| <input type="checkbox"/> Elector's right to vote was challenged   | <input type="checkbox"/> Other _____   |

ELECTION JUDGE/ELECTION OFFICIAL SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### PART 3: TO BE COMPLETED BY ELECTION OFFICIAL RESOLVING PROVISIONAL BALLOT:

Elector registered in Precinct/Ward/District Name/# \_\_\_\_\_ Voted in Precinct/Ward/District # \_\_\_\_\_

Voter ID# \_\_\_\_\_

Provisional Ballot Accepted: Yes ☐ No ☐

Reasons Ballot Accepted: (circle all that apply)	Reasons Ballot Was Rejected: (circle all that apply)
Name omitted from register in error	Not registered: (circle, if applicable: canceled/ wrong precinct, district, ward / wrong county)
Motor Vehicle or other government agency error	Motor Vehicle or other government agency has no record of registration
Elector provided signature	Elector never provided signature
Elector signed absentee ballot envelope	Elector never signed absentee ballot envelope
Elector's absentee signature was verified	Elector's absentee signature was never verified
Challenge resolved in challenger's favor	Challenge resolved in elector's favor
Provisional registration was resolved	Provisional registration was not resolved
Absentee ballot not received	Absentee ballot received and accepted
Elector provided sufficient identification	Elector never provided sufficient identification
Confirmed that county-to-county late registrant did not vote in prior county	Confirmed that county-to-county late registrant voted in prior county
Confirmed that precinct-to-precinct late registrant did not vote in prior precinct	Confirmed that precinct-to-precinct late registrant voted in prior precinct
Other: _____	Other: _____

Processed by \_\_\_\_\_ Date processed for resolution: \_\_\_\_\_ Date voter notified \_\_\_\_\_

The information from the provisional detail screen auto-fills the coversheet, which is then printed, signed by the election official and attached to the provisional ballot envelope.



# **Polling Place Provisional Ballot Process**

# Polling Place - Provisional Ballots

Provisional ballots issued at the polling place that were not resolved in time for counting on Election Day, must be tracked in MT Votes.

Most counties will enter polling place provisionals into MT Votes the day after Election Day.

Any provisional ballot issued at the polling place must be entered into MT Votes by 9 a.m. the 3<sup>rd</sup> business day following the election.

# Polling Place - Provisional Ballots

If the polling place provisional voter has an Active/Sent absentee ballot, we recommend voiding the absentee ballot before entering them into the provisional ballot module.

If you are able to resolve the provisional ballot in time for counting on Election Day, you will need to void the absentee ballot in order to check them off on the official register.

# Polling Place - Provisional Ballots

Enter the voter's name and click **Link to Voter**. The address information should pre-populate. If the voter is not registered in MT Votes, you will need to enter all the information manually.

**Provisional Ballot Detail**

Notifications [Voter Search](#) [Help](#)

**Name**

Last Name  First Name  Middle Name

Date of Birth  Voter ID  Suffix  [Link To Voter](#)

**Address Provided**

Address

City/St/Zip

County  Precinct  [Split](#)

**Mailing**

Country  ☒ USA

Address

City/St/Zip

**Process**

Provisional Ballot Reason

Ballot Disposition

Ballot Disposition Reason

Method of Voter Notification

☐ Approved ☐ Not Approved

**Previous County**

**Previous Precinct**

**Election**

**Ballot Style**

**Comments**

**Districts**

Code	Description

# Polling Place - Provisional Ballots

Select the Election and the Provisional Ballot Reason.

The screenshot shows a web application window titled "Provisional Ballot Detail". At the top, a green notification bar states "Provisional record successfully saved" with links for "Voter Search" and "Help". The form is divided into several sections:

- Name:** Fields for Last Name (VOTER), First Name (TEST), Middle Name, Date of Birth (01/22/1980), Voter ID (450155940), and Suffix.
- Address Provided:** Includes a dropdown for "Standard", a "Clear" button, and fields for House # (1326), Suffix, Pre Dir, Street Name (WAUKESHA), Type (AVE), Post Dir, Unit Type, City/St/Zip (HELENA, MT, 59601), County (LEWIS & CLARK), Precinct (PCT 06), and a "Split" link. There are also dropdowns for "Previous County" and "Previous Precinct".
- Election:** A dropdown menu currently showing "2017 Fed Spécial", which is highlighted by a blue arrow.
- Ballot Style:** A dropdown menu showing "PCT 06".
- Comments:** A large text area for notes.
- Districts:** A table with columns "Code" and "Description".
- Process:** Fields for "Provisional Ballot Reason" (Name not in official register and not erro), "Ballot Disposition", "Ballot Disposition Reason", and "Method of Voter Notification" (Mail). It also has checkboxes for "Approved" and "Not Approved".
- Buttons:** "Issue Ballot", "Reprint", "Coversheet", "View Voter Record", "Save And New", "Save", and "Close".

A blue arrow points to the "Process" section, and another blue arrow points to the "Election" dropdown.

Code	Description
CONG	CONGRESSIONAL
MT	Montana
PS 05	Public Service Commise
JD 01	Judicial District 1
SCJ	SUPREME COURT JUSTI
SD 40	Senate District 40
UP 070	House District 70

# Provisional Ballot Reasons

## Provisional Ballot Reason

- Name not in official register and not erroneously omitted
- Claims registration with MVD or other government agency, which could not be confirmed
- Failed to sign register
- Failed to sign absentee ballot envelope
- Absentee signature was not verified
- Right to vote was challenged
- Register indicates provisionally registered, which was not resolved
- Ballot not received, or was spoiled, lost or destroyed
- Identification was insufficient
- County-to-County late registration in election office
- Precinct-to-Precinct late registration in election office
- Other

# Polling Place - Provisional Ballots

Click **Save** or **Save and New** (if you need to enter another ballot). This ballot is now treated as a Polling Place Provisional Ballot.

**Provisional Ballot Detail**

Notifications

**Provisional record successfully saved** [Voter Search](#) [Help](#)

**Name**

Last Name:  First Name:  Middle Name:

Date of Birth:  Voter ID:  Suffix:

**Address Provided**

House #:  Suffix:  Pre Dir:  Street Name:  Type:

Post Dir:  Unit Type:

City/St/Zip:

County:  Precinct:  [Split](#)

**Mailing**

Country:  ☒ USA

Address:

City/St/Zip:

**Process**

Provisional Ballot Reason:

Ballot Disposition:

Ballot Disposition Reason:

Method of Voter Notification:

☐ Approved ☐ Not Approved

**Districts**

Code	Description
CONG	CONGRESSIONAL
MT	Montana
PS 05	Public Service Commise
JD 01	Judicial District 1
SCJ	SUPREME COURT JUSTI
SD 40	Senate District 40
UP 070	House District 70



## Polling Place - Provisional Ballots

Notice that when searching the Provisional Ballot module, this entry has no sequence number because a provisional record has been created, but no ballot has actually been issued in MT Votes. Late Registrant Provisional Ballots will reflect a Sequence Number, since they will be absentee ballots.

[illegible]



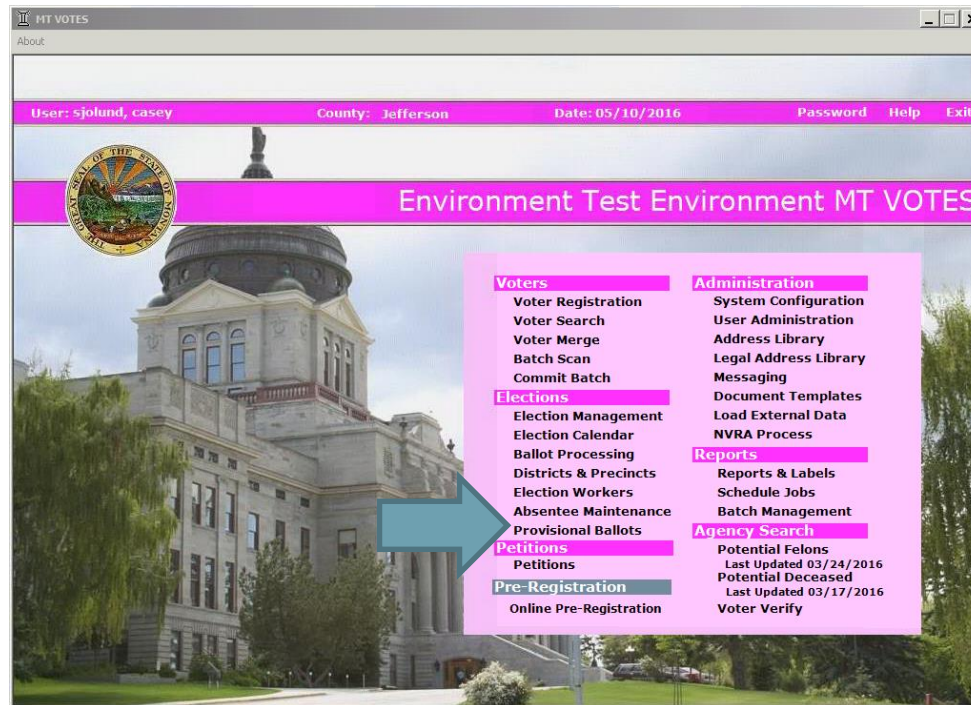
# **Part 2 – After Election Day**



# **Identifying moves from your county**

# Identifying moves from your county

To identify voters in the Provisional Ballot Module that were pulled from your county, start by clicking on the **Provisional Ballots Module** from the main screen of MT Votes.



# Identifying moves from your county

To find individuals who moved **from** your county, change the following settings:

1. **Election** (green arrow) Select the current election
2. **Voting County and Residence County** (circled in blue) – Select State
3. **Previous County** (circled in red) – Select your county
4. Click Search to see those voters who have moved from your county

The screenshot shows the 'Provisional Ballots Search' window. A green arrow points to the 'Election' dropdown menu, which is currently set to '05/25/2017 00 Federal St'. A blue circle highlights the 'Voting County Search Scope' section, which includes radio buttons for 'State' (selected) and 'County', and a dropdown menu. Another blue circle highlights the 'Residence County Search Scope' section, which also includes radio buttons for 'State' (selected) and 'County', and a dropdown menu. A red circle highlights the 'Previous County' dropdown menu, which is currently set to 'Beaverhead'. The 'Search' button is located at the bottom right of the form. Below the form is a 'Search Results' table with columns: Name, Present Address, Date of Birth, Election, Prov. Ballot Reason, and Ballot.

**Provisional Ballots Search**

No matching results found. [Voter Search](#) [Help](#)

**Search**

Last Name First Name Middle Name Date of Birth

Election Ballot Disposition ☒ ALL Ballot Disposition Reason Previous County

05/25/2017 00 Federal St Beaverhead

**Voting County Search Scope**

☒ State ☐ County

**Residence County Search Scope**

☒ State ☐ County

☐ Approved ☐ Not Approved ☐ Include Confidential

**Search Results**

Name	Present Address	Date of Birth	Election	Prov. Ballot Reason	Ballot
------	-----------------	---------------	----------	---------------------	--------

# Identifying moves from your county

The grid contains individuals who were pulled out of your county. Highlight an individual and click **Details**.

Provisional Ballots Search

Query executed successfully. [Voter Search](#) [Help](#)

**Search**

Last Name First Name Middle Name Date of Birth

Election Ballot Disposition ☒ ALL Ballot Disposition Reason Previous County

2016 Fed Gen Lewis & Clark

**Voting County Search Scope**

☒ State ☐ County Lewis & Clark

**Residence County Search Scope**

☐ Approved ☐ Not Approved ☐ Include Confidential ☒ State ☐ County Lewis & Clark

Search Clear

**Search Results**

Name	Present Address	Date of Birth	Election	Prov. Ballot Reason	Ball
APPLICATIONERROR...	1 2ND ST, CLAN...	01/22/1980	06/07/2016 51-Federal Pri...	County-to-County...	
XFERREG, TEST	2 S MAIN ST, CL...	01/01/1980	06/07/2016 51-Federal Pri...	Identification was ...	

New Details Delete Statistical Export Report Export Close

# Identifying moves from your county

Look through your election information, such as your precinct registers and check to see if this voter has voted in your election. If they did not, click the **Approved** box. If they did vote in your election, mark **Not Approved**. Once done, click Save. Repeat this process for all voters that moved from your county.

**Provisional Ballot Detail**

Notifications

[Voter Search](#) [Help](#)

**Name**

Last Name: APPLICATIONERROR First Name: TEST Middle Name:

Date of Birth: 01/22/1980 Voter ID: 450155953 Suffix:

**Address Provided**

Standard

House #: 1 Suffix:  Pre Dir:  Street Name: 2ND Type: ST

Post Dir:  Unit Type:

City/St/Zip: CLANCY MT 59634

County: JEFFERSON Precinct: 09-75 [Split](#) 01.09

**Mailing**

Country: UNITED STATES OF AMERICA ☒ USA

Address:

City/St/Zip:

**Previous County**: Lewis & Clark

**Previous Precinct**: PCT 06 - P06

**2016 Fed Gen**

**Ballot Style**: 2

**Comments**

**Process**

Provisional Ballot Reason: County-to-County late registration in ele

Ballot Disposition:

Ballot Disposition Reason:

Method of voter Notification:

☐ Approved ☐ Not Approved

**Districts**

Code	Description
CONG	CONGRESSIONAL
MT	Montana
PS 03	Public Service Commis
SCJ	SUPREME COURT JUSTI
JD 05	Judicial District 5
SD 38	Senate District 38
LD 035	House District 35



# **Resolving Provisional Ballots**

**Finishing up**



# Resolving Provisional Ballots

Once all county-to-county late registrants that are new to your county have been marked as **Approved/Not Approved** by the county you pulled them from, you can start resolving these ballots.

Do a search for all voters that were issued provisional ballots in your county. Leave **Previous County** as blank and **Voting County Search Scope** and **Residence County Search Scope** to your county and then click **Search**.

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**Please note:** This search will result in all provisional ballots issued in your county. This includes polling place, late registrants (including those that are county to county), and any others.

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If you have not resolved any ballots yet, start by highlighting the first voter and then click **Details**.



# Resolving Provisional Ballots

Ensure this record has been **Approved** or **Not Approved** by the original county (1) and then mark the correct **Ballot Disposition** and **Ballot Disposition Reason** (2). Do this for all provisional ballots.

The screenshot shows the 'Provisional Ballot Detail' form. Two blue arrows with numbers 1 and 2 point to the 'Process' section. Arrow 1 points to the 'Approved' checkbox, and arrow 2 points to the 'Ballot Disposition' dropdown menu.

**Provisional Ballot Detail**

Notifications [Voter Search](#) [Help](#)

**Name**

Last Name: APPLICATIONERROR First Name: TEST Middle Name:

Date of Birth: 01/22/1980 Voter ID: 450155953 Suffix:

**Address Provided**

Standard

House #: 1 Suffix:  Pre Dir:  Street Name: 2ND Type: ST

Post Dir:  Unit Type:

City/St/Zip: CLANCY MT 59634

County: JEFFERSON Precinct: 09-75 [Split](#) 01.09

**Mailing**

Country: UNITED STATES OF AMERICA ☒ USA

Address:

City/St/Zip:

**Process**

Provisional Ballot Reason: County-to-County late registration in ele

Ballot Disposition: Accepted

Ballot Disposition Reason: County-to-County late registrant did not

Method of Voter Notification: Mail

☒ Approved ☐ Not Approved

**Previous County**: Lewis & Clark

**Previous Precinct**: PCT 06 - P06

**Election**: 2016 Fed Gen

**Ballot Style**: 2

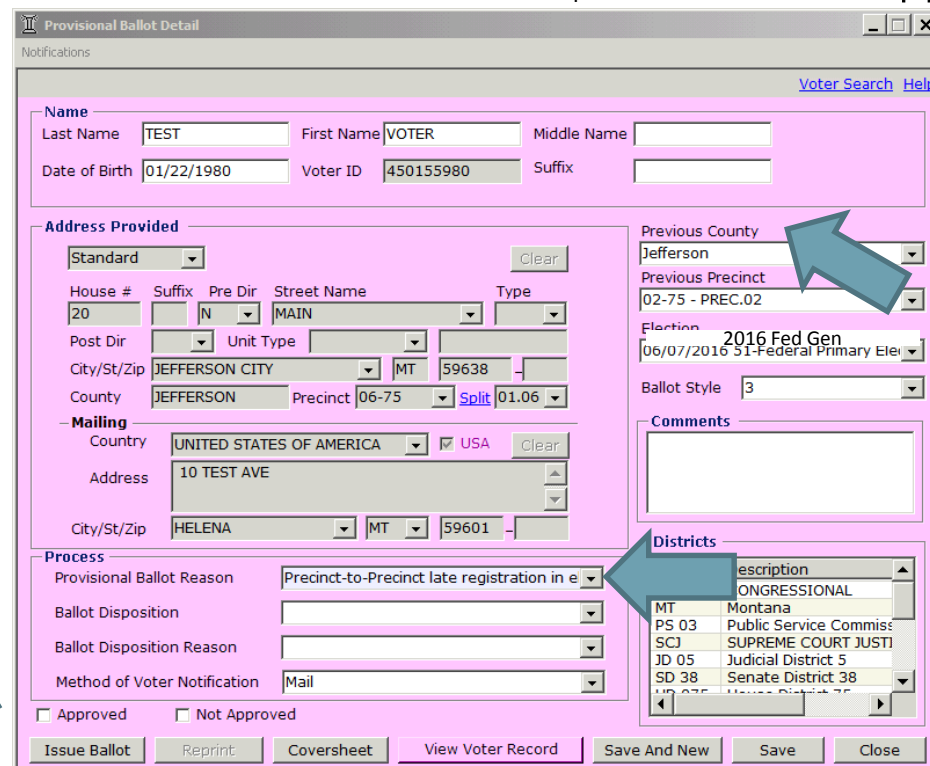
**Comments**:

**Districts**

Code	Description
CONG	CONGRESSIONAL
MT	Montana
PS 03	Public Service Commis
SCJ	SUPREME COURT JUSTI
JD 05	Judicial District 5
SD 38	Senate District 38
HD 035	House District 35

# Resolving Provisional Ballots

If you get to a ballot that is not marked as **Approved** or **Not Approved**, it may have been an Provisional Ballot within your county. A quick look at this ballot shows that it was a precinct-to-precinct late registration within your county. Use your records to verify whether or not this voter voted at the polls, then click **Approved** or **Not Approved**.



The screenshot shows the 'Provisional Ballot Detail' form. A blue arrow points to the 'Approved' checkbox at the bottom left. Another blue arrow points to the 'Previous County' dropdown menu, which is set to 'Jefferson'. A third blue arrow points to the 'Districts' list on the right side of the form.

**Provisional Ballot Detail**

Notifications

[Voter Search](#) [Help](#)

**Name**

Last Name: TEST First Name: VOTER Middle Name:

Date of Birth: 01/22/1980 Voter ID: 450155980 Suffix:

**Address Provided**

Standard

House #: 20 Suffix:  Pre Dir: N Street Name: MAIN Type:

Post Dir:  Unit Type:

City/St/Zip: JEFFERSON CITY MT 59638

County: JEFFERSON Precinct: 06-75 [Split](#) 01.06

**Mailing**

Country: UNITED STATES OF AMERICA ☒ USA

Address: 10 TEST AVE

City/St/Zip: HELENA MT 59601

**Process**

Provisional Ballot Reason: Precinct-to-Precinct late registration in e

Ballot Disposition:

Ballot Disposition Reason:

Method of Voter Notification: Mail

☐ Approved ☐ Not Approved

**Districts**

	Description
MT	Montana
PS 03	Public Service Commiss
SCJ	SUPREME COURT JUSTI
JD 05	Judicial District 5
SD 38	Senate District 38
HD 05	House District 5

# Resolving Provisional Ballots

If the ballot is not marked as **Approved** or **Not Approved**, and the Previous County is not your county, you must wait for the previous county to check this ballot before accepting/rejecting the ballot.

Previous counties must check these ballots before 3 p.m. on the sixth day following election day.

The screenshot shows the 'Provisional Ballot Detail' form. A blue arrow points to the 'Previous County' dropdown menu, which is currently set to 'Lewis & Clark'. Another blue arrow points to the 'Approved' and 'Not Approved' checkboxes at the bottom of the form.

**Provisional Ballot Detail**

Notifications [Voter Search](#) [Help](#)

**Name**

Last Name: TEST First Name: VOTER Middle Name:

Date of Birth: 01/22/1980 Voter ID: 450155980 Suffix:

**Address Provided**

Standard

House #: 20 Suffix:  Pre Dir: N Street Name: MAIN Type:

Post Dir:  Unit Type:

City/St/Zip: JEFFERSON CITY MT 59638

County: JEFFERSON Precinct: 06-75 Split 01.06

**Mailing**

Country: UNITED STATES OF AMERICA ☒ USA

Address: 10 TEST AVE

City/St/Zip: HELENA MT 59601

**Previous County**: Lewis & Clark

**Previous Precinct**: PCT 06 - P06

**El - 2016 Fed Gen**  
06/07/2016 51-Federal Primary Ele

**Ballot Style**: 3

**Comments**

**Districts**

Code	Description
CONG	CONGRESSIONAL
MT	Montana
PS 03	Public Service Commis
SCJ	SUPREME COURT JUSTI
JD 05	Judicial District 5
SD 38	Senate District 38

**Process**

Provisional Ballot Reason: County-to-County late registration in ele

Ballot Disposition:

Ballot Disposition Reason:

Method of Voter Notification: Mail

☐ Approved ☐ Not Approved

Do a final check to make sure you have not missed any provisional ballots that still need to be resolved:

- Do a final check to make sure you have not missed any provisional ballots that still need to be resolved:

Do a final check to make sure you have not missed any provisional ballots that still need to be resolved:





# **Reports & Exports**



**Statistical Export** – This will generate an export and send to the Scheduled Jobs Module. This export is primarily used by the Secretary of State's office and counties will rarely use it.

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# Provisional Ballots – Reports & Exports

Report or Export– will generate a report/export based on your search criteria above

**(All information regarding the identity of electors who have cast provisional ballots shall remain private at all times prior to and during the counting of provisional ballots and shall not be released prior to, during, or after the counting period without a court order.)**

Provisional Ballots Search

Query executed successfully. [Voter Search](#) [Help](#)

**Search**

Last Name:  First Name:  Middle Name:  Date of Birth:

Election:  Ballot Disposition: ☒ ALL Ballot Disposition Reason:  Previous County:

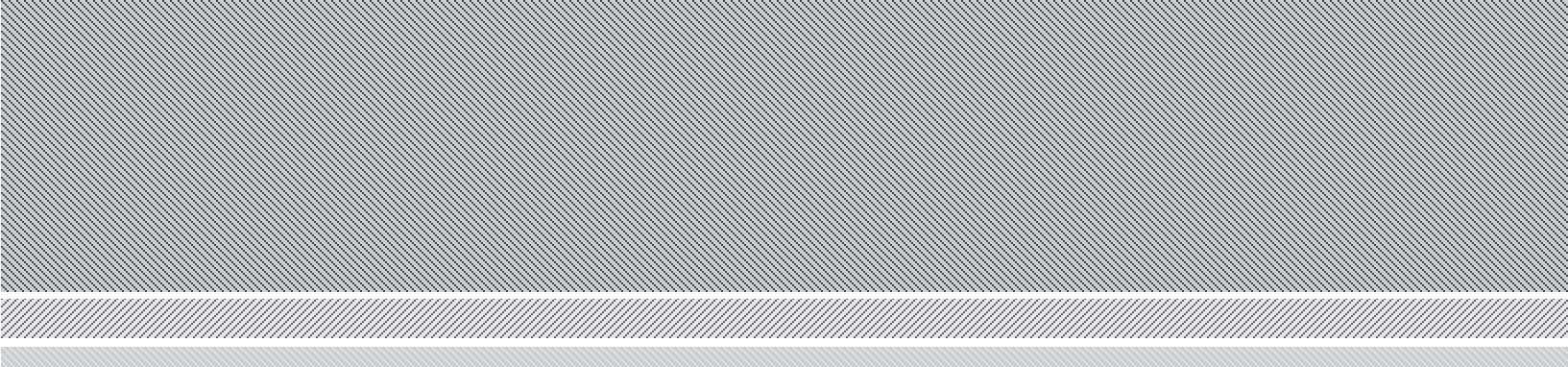
Voting County Search Scope: ☐ State ☒ County  Provisional Ballot Reason:

☐ Approved ☐ Not Approved ☐ Include Confidential

Residence County Search Scope: ☐ State ☒ County

**Search Results**

Name	Present Address	Date of Birth	Election	Prov. Ballot Reason	Ball
APPLICATIONERROR...	1 2ND ST, CLAN...	01/22/1980	06/07/2016 51-Federal Pri...	County-to-County...	Acce
XFERREG, TEST	2 S MAIN ST, CL...	01/01/1980	06/07/2016 51-Federal Pri...	Identification was ...	Acce



**As always, please contact the help  
desk if you have any questions.**

soshelpdesk@mt.gov

406.444.4296

866.541.6767

